



Expression of Interest: Hosting of the PPN

**Invitation to Tender / Expression of Interest to  
provide Hosting Services  
For  
South Dublin County  
Public Participation Network**

<b>Closing date for Submission</b>	<b>23 October at 12:00 (noon)</b>
Quotation responses to be returned by email to <a href="mailto:info@sdcppn.ie">info@sdcppn.ie</a>	
<b>Closing date for Queries and Clarifications to</b>	<b>16 October at 12:00 (noon)</b>
Queries by email to <a href="mailto:info@sdcppn.ie">info@sdcppn.ie</a>	

**Issued: 20 September 2024**

## Background to this invitation to tender

South Dublin County PPN is required to undertake a process to agree an arrangement for the hosting of the PPN.

This will involve selecting a voluntary organisation from within the administrative area of South Dublin County to act as:

1. Host of the PPN budget.
2. Employer for PPN staff.
3. The office base for the organisation.

### 1. What is the purpose of South Dublin County PPN

South Dublin County Public Participation Network (PPN) is an independent network of community, voluntary, social inclusion and environmental organisations, working to build a better South Dublin County. The PPN is managed by voluntary Secretariat which reports to PPN members through the Plenary. South Dublin County PPN has close to 1,000 members and includes community-based groups, organisations, associations, clubs, societies and charities.

PPNs were established in each local authority area on foot of the report of the Working Group on Citizen Engagement with Local Government published in 2014, and the Local Government Reform Act 2014.

The primary purpose of the PPN is to:

- Enable PPN member groups to input into and have their voices heard within the formal decision making structures of the local authority.
- Help community groups to grow and develop through various training supports.
- Act as an information hub, keeping the community informed of relevant local issues, news, events, resources and supports.

South Dublin County PPN is funded jointly by the Department of Rural and Community Development and South Dublin County Council.

### 2. What is the requirement?

The host organisation shall;

1. **Provide a legal structure through which the PPN can operate, including holding and administering PPN funding.** The PPN has an annual budget of circa €120,000 to employ staff and deliver the Public Participation Network work plan. The host organisation will hold, administer and audit the PPN funding for each year. The PPN

## Expression of Interest: Hosting of the PPN

funding needs to be in a standalone bank account or have it's own job code in an accounting system such as Agresso.

- 2. Perform the role of employer of PPN Staff.** The PPN funding is used to employ two staff members: a PPN Coordinator / Resource Worker and a PPN Development Officer / Support Worker. Staff salaries are set under guidelines set out by funders. The host organisation will employ the staff, operate payroll, provide line management to the Coordinator and carry out other HR functions. The work plan of staff is overseen by the PPN Secretariat (the voluntary board).
- 3. Provide safe, appropriately serviced and accessible office accommodation** (including meeting room access).
- 4. Sign a service level agreement annually with South Dublin County PPN and South Dublin County Council.**

The initial hosting period will be for 3 years, subject to annual review. For clarity, it is not the role of the host organisation to manage the PPN programme of work. This sits with PPN members through the Plenary and Secretariat.

The host organisation will be supported by South Dublin County PPN Secretariat and South Dublin County Council. The success of the PPN relies on a partnership model of delivery.

### 3. Why would you host the PPN?

There are a range of benefits to organisations hosting the PPN, these include:

- Potential alignment with an organisations goals of:
  - supporting the community and voluntary, social inclusion and/or environmental sectors.
  - promoting civic engagement, advocacy, democracy and/or working to improve the lives of those who are marginalised.
- Potential synergies between the host organisations work and the delivery of PPN activity in areas such as training, policy development and so on.
- Relationship building and profile raising of the host organisations.
- Building the host organisations capacity and capability.
- Potential for limited shared services (finance, audit, IT, etc.).
- Additional income for your organisation (the fee you charge for hosting the PPN).

### 4. What selection criteria will be used?

The following selection criterion to appoint a host for the PPN has been adopted by the South Dublin County PPN plenary and will be used to assess proposals submitted.

## Expression of Interest: Hosting of the PPN

### 4a. Essential Criteria

Essential Criteria	YES (Pass) / NO (Fail)
Located and registered within the South Dublin County local authority area with existing office space.	
CLG company status <u>or other</u> confirmation of not-for-profit status <u>such as</u> registration with the Charities Regulator.	
CRO returns up to date.	
Tax Clearance Cert / Tax Access Number.	

Note: Failure to meet any of the essential criteria will result in disqualification from the process.

### 4b. Scoring Criteria

Applicants must score a minimum of 60% (12 marks) under each of the 5 selection criteria as follows:

- Demonstrate a background of community and voluntary activity in South Dublin County Council Administrative Area.
- Demonstrate a knowledge of, and a willingness to support, the ongoing development of the Public Participation Network
- Demonstrate the capacities required to act as the host organisation, including financial, human resources management, recruitment, and technical capacities.
- Demonstrate the provision of suitable accommodation for the PPN Staff to enable them to carry out their role
- Provide value for money and overall cost certainty.

## Expression of Interest: Hosting of the PPN

#	Criteria	High level indicators	Marking
1	Demonstrate a background of community and voluntary activity in South Dublin County Council Administrative Area.	<ul style="list-style-type: none"> <li>The primary function of the organisation is based in the community and voluntary sector across the local authority area.</li> <li>The organisation works in an inclusive, non-discriminatory basis, supporting the community in the local authority area.</li> </ul>	40 marks (20%)
2	Demonstrate a knowledge of, and a willingness to support, the ongoing development of the Public Participation Network	<ul style="list-style-type: none"> <li>Has been involved in or provided support to the PPN or member groups.</li> <li>Demonstrates their understanding of what the PPN is.</li> </ul>	10 marks (5%)
3	Demonstrate the capacities required to act as the host organisation, including financial, human resources management, recruitment, and technical capacities.	<ul style="list-style-type: none"> <li>Financial management capacity, including managing public funding.</li> <li>A number of staff (demonstrates HR capacity).</li> </ul>	60 marks (30%)
4	Demonstrate the provision of suitable accommodation for the PPN Staff to enable them to carry out their role	<ul style="list-style-type: none"> <li>Ideally, an accessible premises with good transport links (accessible on foot, bike, public transport and car).</li> <li>A meeting room available for use.</li> <li>The capacity to house up to two PPN Workers at the same time in the office.</li> </ul>	50 marks (25%)
5	Provide value for money and overall cost certainty.	The annual hosting fee include rent, insurance, HR functions, pay roll, bank charges, internet, invoice processing, desk space, meeting room use, auditing fees, regular review meetings, etc.	40 marks (20%)

### 5. How do you submit a proposal?

Interested parties are hereby invited to submit a proposal on the Proposal Submission form which is separate to this document.

### 6. I have a question or need clarification

Please email [info@sdcpn.ie](mailto:info@sdcpn.ie) before 16 October if you have any questions.